

**NAVARRO COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

ESSENTIAL FUNCTIONS OF THE PROFESSION

In addition to educational and professional standards, occupational therapy assistant students encounter physical, cognitive, communicative, and environmental factors in the classroom, internal and external labs, field trips, and fieldwork.

The Federal Americans with Disabilities Act (ADA) bans discrimination of persons with disabilities. In order to identify essential performance components, which may challenge the success of a student in becoming an occupational therapy assistant including participation in the academic activities of the classroom and fieldwork education, the student needs to carefully review the essential functions. Although the performance requirements may vary depending on the specific area of practice, the most common physical, cognitive, communicative, and environmental requirements are listed here.

If a student is unable to perform a requirement as listed, the student should see the ADA coordinator to identify eligibility for accommodation(s) and the steps in obtaining accommodation(s). Eligibility for accommodation requires professional documentation.

**NAVARRO COLLEGE OCCUPATIONAL THERAPY ASSISTANT PROGRAM
PHYSICAL FACTORS**

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Daily	Job Essential
SPEECH						
Communicate/Clarity				X	X	X
HEARING						
Conversation				X	X	X
Telephone		X			X	
SIGHT						
Natural or Corrected				X	X	X
Depth Perception				X	X	X
Color Vision			X		X	X
MOBILITY						
Lift, Push, or Pull 40 lbs.				X	X	X
Lift, Push, or Pull 75 lbs.			X		X	X
Standing			X		X	X
Move about facility				X	X	X
Bending			X		X	X
Crawl, stoop, or crouch			X		X	X
Kneeling			X		X	X
Running		X				
Walking			X		X	X
Climbing						
Stairs		X				X
Others		X				X
Joint Mobility						
Neck				X	X	X
Arms/hands				X	X	X
Trunk/pelvis				X	X	X
Hips/legs				X	X	X

**NAVARRO COLLEGE OCCUPATIONAL THERAPY ASSISTANT PROGRAM
COGNITIVE/MENTAL/ENVIRONMENTAL FACTORS**

	Job Essentials	
	Yes	No
REASONING		
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	X	
Interpret instructions furnished in oral, written diagrammatic or schedule form	X	
Deal with problems in standard situations	X	
Carry out detailed, simple to complex written or oral instructions	X	
MATHEMATICS		
Simple skills - add, subtract, multiply, and divide whole numbers and fractions, calculate time, simple measurements, percentages, and norms	X	
READING		
Complex skills - comprehend medical records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules, and procedures	X	
WRITING		
Complex skills - Patient documentation using behavior objectives, technical terminology, and functional outcomes for reimbursement	X	
Simple skills - complete English sentences with correct medical terminology for medical records documentation	X	
REPORTING		
Oral reports at team conferences, staffings, family conferences, and family/staff/caregiver education sessions	X	
PERCEPTION		
Spatial - ability to evaluate and treat visual perceptual skills in the areas of visual discrimination, figure-ground, spatial relations, position in space/form consistency, visual memory, and visual sequential memory	X	
Form - ability to perceive pertinent details in objects, models, or in pictorial or graphic material, and visual sequential memory	X	
CLERICAL		
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic	X	
DATA		
Synthesizing	X	
Coordinating	X	
Analyzing	X	
Copying	X	

**NAVARRO COLLEGE OCCUPATIONAL THERAPY ASSISTANT PROGRAM
COGNITIVE/ENVIRONMENTAL FACTORS**

	Job Essentials	
	Yes	No
PERSONAL TRAITS		
Ability to comprehend and follow instructions	X	
Ability to perform simple and repetitive tasks	X	
Ability to maintain a direct care work load of average 6 hrs/day	X	
Ability to make generalizations, assessments, or decisions without immediate supervision	X	
Ability to relate to other people, including diverse populations, beyond giving and receiving instructions	X	
Ability to motivate people	X	
Ability to perform complex and/or varied tasks	X	
Ability to accept and carry out responsibility for direction, control, and planning	X	
Ability to adapt approach to individual needs of clients	X	
Ability to maintain poise and flexibility in stressful or changing conditions	X	
Ability to conduct self in accordance with professional ethics	X	
Manage time/rationale in efficient manner	X	
WORK		
Work outdoors	X	
Work indoors	X	
Exposure to extreme hot or cold temperatures		X
Work at unprotected heights		X
Be around moving machinery	X	
Exposure to marked changes in temperature/humidity		X
Exposure to dust, fumes, gases, odors, mists, or other irritants	X	
Exposure to excessive noise		X
Exposure to solvents, grease, or oils	X	
Using computer monitor	X	
Working with explosives		X
Exposure to vibration		X
Exposure to flames or directed heat	X	
Work around others	X	
Work with others	X	
Exposure to slippery or uneven surfaces	X	
Work in confined spaces	X	

**NAVARRO COLLEGE OCCUPATIONAL THERAPY ASSISTANT PROGRAM
COGNITIVE/MENTAL/ENVIRONMENTAL FACTORS**

	Job Essentials	
	Yes	No
TRAVEL		
By car	X	
By car in high traffic		X
By car for 6-hour days		X
SAFETY EQUIPMENT (REQUIRED TO WEAR)		
Safety glasses	X	
Face mask/face shield	X	
Ear plugs		X
Hard hat		X
Protective clothing	X	
Protective gloves	X	
Exposure to blood and other body fluids, including potentially infective materials	X	